



## LAW CLERK

The City of Boston Law Department is currently seeking full time law clerks for summer 2011. The Law Department, located in Boston City Hall, represents the City of Boston and its employees in state and federal court. The Law Department offers unpaid law clerk positions during the academic and non-academic year. Law clerks hired for part-time positions are required to work a minimum of 15 hours/week and a maximum of 20 hours/week. Students hired for full-time positions are required to work a minimum/maximum of 35 hours/week. To be considered for a position at the Law Department you must currently be enrolled in law school and have completed your first year of coursework. While residency in the City of Boston is preferable, non-City residents will also be considered for the law clerk position. The Law Department is an equal opportunity employer. Minority students are encouraged to apply.

Law clerks are exposed to two areas of the Law Department – litigation services and government services. Litigation assignments touch upon every aspect of civil defense litigation including research, drafting memoranda, motions, and pleadings, investigating claims, discovery requests/responses, attending trials, hearings, depositions, mediations, and more. Typical lawsuits range from c. 84 (pot holes) and c. 258 claims (Mass. Tort Claims Act), to police misconduct, constitutional issues, civil rights, employment discrimination, and class action suits. Government services assignments are similar to providing in-house counsel to City employees and departments, with limited exposure to public records, state ethics, contracts, construction, property and zoning litigation. You will have the opportunity to look into zoning matters, affirmative recovery, housing issues, and City ordinances in a variety of research and litigation-related formats.

The summer 2011 internship will run from late May until mid-August.. Applications for summer 2011 will be accepted from **January 4, 2011 through the close of business on March 1, 2011**. Admission is on a rolling basis and positions remain open until filled. To be considered for a position, please send your résumé, cover letter, writing sample, and current school-issued transcript to the address below. Incomplete applications **will not** be considered, nor will student-generated transcripts. For information as to current availability, please contact:

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